

**ROCKY MOUNTAIN / GREAT BASIN IBPG MEETING**  
**Fall Meeting**  
**November 15 – 16, 2007**

<b>ROCKY MOUNTAIN &amp; GREAT BASIN COMMITTEE MEMBERS</b>	
<input checked="" type="checkbox"/> Brenda Even, South Dakota State, Chair	<input checked="" type="checkbox"/> Lynda Berckefeldt, Wyoming State
<input checked="" type="checkbox"/> Carol Salo, Great Basin BLM, Vice Chair	<input type="checkbox"/> BIA, Vacant
<input checked="" type="checkbox"/> Tina Ledger, Great Basin FS	<input type="checkbox"/> Sue Huston, Contracting R4 SME
<input checked="" type="checkbox"/> Suzi Muir-Bradshaw, Rocky Mountain FS	<input checked="" type="checkbox"/> Dell McCann, Contracting R2 SME
<input checked="" type="checkbox"/> Dave Johnson, Rocky Mountain BLM	<input checked="" type="checkbox"/> Scott Wintemute, BUYT Coord
<input checked="" type="checkbox"/> Karrie Davin, NPS	<input checked="" type="checkbox"/> Jill Bogdonovich, Dispatch SME
<input checked="" type="checkbox"/> Janell Ray, Colorado State	<input type="checkbox"/> Kathy Riebe, Recorder
<input checked="" type="checkbox"/> Jim Newton, Idaho State	<input type="checkbox"/> GB Operations
<input checked="" type="checkbox"/> Sandy Chandler, Kansas State	<input type="checkbox"/> Sheldon Wimmer, Great Basin CG
<input checked="" type="checkbox"/> Scott Sisco, Nevada State	<input checked="" type="checkbox"/> Ray Weidenhaft, Rocky Mountain CG

**TASK:**

- Scott will take the Buying Team Taskbook forward to the Training Committee.
- Agency Rep's will follow-up on any missing evaluation forms from this last season.
- Scott will change the nomination form for Buying Team to reflect which type of commitment you can make; Job-Share or Primary member.
- Scott will send out a cover letter along with the nomination form for Buying Team Members.
- Dale and Tina will do a white paper on; What type of insurance is needed when signing up a vehicle?

**Buying Team Discussion:**

- There will be two workshops held, one in Phoenix and one in Boise of the Incident Procurement Course. There will also be a Rocky Basin Buying Team Workshop held the week of March 17<sup>th</sup> in Reno, NV.
- The committee made a motion to adopt and bring forward the Buying Team Member Taskbook. Scott will take this taskbook to the training committee. Scott also brought forth the nomination form for Buying Teams; some recommendation were suggested; one was to include (self study) on the book so individuals would understand that they do not have to wait for a class to complete the taskbook. Another was to include a revised date of the book.
- Scott discussed the evaluations for the year. Only three were returned. Agency reps were asked to follow-up on any missing evaluations.
- Norma Shupla is the new leader for the Type II Buying Team, replacing Gail Sims.
- Discussion was held on how teams are put together. Should positions on a Buying Team become jobshare positions instead of a primary position? The decision was made to add to the nomination form a slot that would allow an individual to decide if they wanted to hold a primary position or if they would like to have a job-share position.

**Geographic Discussion:**

- Discussion was held on solicitation for EERA's and the total implementation and out reach. So for the templates are on schedule for this year. By the middle of January solicitation should be ready. They will need 90 days, which will include the advertising.
- Best Value: A question was asked on how they are going to do Best Value on equipment? With all the inspections that are done they are having a difficult time deciding on how to do best value. Best Value can be determined by cost and quality. When the decision is made they will get back to the group. There is an issue on how you order off the best value list in dispatch. Read the inspections (Section B, M and C) and have any concerns ready.
- Another large concern is the trailers that we have on the incident. There seems to be a lot of unnecessary spending. Is that something that can be controllable? We should not be awarding a contractor that is price gouging. There was discussion about placing all the units (laundry, trailer, ect.) in the Rocky Mountain Region. The Rocky Mountain Region is taking on: Mobile Laundry, Mechanic Truck, and Reefer. The Great Basin is going to take on: Tent/Canopy, Clerical Support Trailer, and Faller Module. The GIS Unit is going to be done nationally.
- There was discussion that we create a web-site. A recommendation was made to create a website like the Northern Rockies is using. When this is done there needs to be a web meeting to discuss Chapter 20.

**Best Value Determination:**

- Lynda Berckefeldt discussed her four week detail in the Northern Rockies. She stated that they do not like best value. The issue that was most prevalent is best value needs to be standardized. There are inconsistencies and people are misunderstanding them.
- As a committee it was discussed that the committee needs to get on conference calls and voice our concerns. That we need to educate people.
- A suggestion was made to take this to the D&D Show (a standard presentation that will go to all meetings). This also needs to be placed in Chapter 20.

**Hiring a pickup with a driver:**

- The question was asked what type of insurance is needed. Does your normal auto insurance cover when you sign up your vehicle? There have been a lot of issues with this already. Most insurance will not cover the vehicle because there is no "commercial" insurance on the vehicle.
- This issue should be addressed in Chapter 20.
- It was decided that a check will be made to make sure they are not covering this issue nationally. If not then Tina Ledger along with Dale are going to create a white paper and send it to Carol. She will then pass it up to BLM.

**2007 Action Log:**

- Suzi Muir-Bradshaw went through the list of action logs.
- The D&D list for the year was started.
- She also stated that there was an issue with the 14 day work rest guidelines this year concerning contractors. The 14:1 ratio goes for people, not equipment.

**D&D Show:**

- Volunteers – Janelle, Carol, and/or Tina
- Lowboy Release
- Chapter 20
- Best Value (consistency)
- Educate – How solicitation works? Vendors/Agency
- Rental Vehicle Inspections/Closing/Transition Steps
- IMT's showing preference to vendors on pre-ordering/AA/Dispatchers/ICAC
- Discuss tracking costs for commercial invoices
- Alert-Crash Rescue Trucks are not necessary, ops will educate
- Posting appropriate hours working on an incident (Not always default to a 16 hour shift, and falsification of time sheets and travel vouchers. People on fires also need to understand, that they need to clock out when they take a break or shower. Record the time you worked. CFR – Chief Financial Review.)
- Emphasize the completion of updates on payment errors.
- Emphasize the requirements for fuel vendors in both the RM/GB areas.
- Update EERA's

**Incident Business Issues:**

- There has been an issue with the increase in rental cars. They are expensive.
- So they suggested that the IMT's need to identify who needs a rental car.
- GSA has a new program dealing with short term leases instead of renting.
- There was also discussion held on Verizon/Edge Wireless in Idaho putting up mobile towers on large incidents. Some of these are free and others are not. They will provide coverage.
- Discussion was held on Buying Teams making themselves available on a local or GACC basis only, or not wanting to do non-fire incident. They are a national resource. For these issues we will be following the National Mob-guide.
- There are a couple of issues that need to be brought to the Operations Committee and the IC's. Some of them include; CTR's getting signed before hours are checked; and aviation resources getting hotel rooms when they are directed not to.
- There was also an R&R issue that was discussed. Some individuals were going home for R&R; this became expensive and gave them four days off (including paid travel time). The question was asked why they were not having their R&R time at an incident?
- There is also an issue with the audits on trying to find home units.
- Readdress cooperator in I-SUITE (forms and invoices) was added to the "bin-tab" to check on later.

**Chapter 20/Water Rights/Task Group/Vendor Meeting**

- Carol went through the states statutes. She stated that we do not need agreements or permission to get water. If we used some of their equipment to obtain this water then we can reimburse them.
- In the state of Nevada, the Cattleman's Association controls the use of water. The question was asked then how does that tie into the state statutes?

- It was decided that there should be some education on this issue.
- Carol encourages all committee members to go back to their respected agencies and ask how this is going to get done. Everyone should do their homework before going forward on this.
- It was also recommended that some type of agreement be added to Chapter 20.
- The committee agreed to pursue this issue now. Carol Bass has voiced an interest in being the task group leader.

### **Committee Chair for 2008**

- Suzi Muir-Bradshaw went over the Charter, to determine who the 2008 Chair would be.

### **Fuel Tender Issues:**

- The main issue was fuel vendors not accepting government credit cards.
- One recommendation is that we need to educate and communicate, in order to clear up confusion on paying for fuel, and require vendors to accept government credit cards.
- Another issue was credit cards getting maxed out in days due to dozer fuel, or credit cards getting rejected.

### **2008 Training:**

- One issue brought forward was the multiple websites for training. Not all the websites are getting all the training posted.
- The committee feels that we need to have a class or training focusing on cost training.
- I-SUITE Training: Wyoming puts on a course the first or second week of June; the course is a hands on training using the latest download of I-SUITE. Omaha is also holding a workshop in February.
- Training Schedule
  - **Courses targeted for Type III, IV, and V Teams**
  - I-SUITE (refresher)
  - Cost Unit Leader – Cedar City – March 24 & 25, Boise, Idaho Falls, Reno, Fort Collins, and Southern Nevada
  - IBA Training (April 14-15)
  - Finance Refresher (April 17) – Targeting AD's
  - Utah Fire Academy (May)
  - Colorado Fire Academy (June)

### **Review and Assignment for Supplements:**

- Chapter 10 – Tina, Jane and Lynda will stay the members
- Chapter 20 – Carol Salo, Carol Bass and Task Group
- Chapter 40 – Scott and Brenda
- Chapter 50 – All States
- Chapter 80 is updated Nationally.

### **Spring Meeting:**

- The Spring Meeting will be held in Spearfish, SD on February 20 – 21, 2008.

**Supplement:**

- Suzi Muir-Bradshaw said an issue was brought forward concerning cell-phone reimbursement. Some states are complaining because they are not getting reimbursed for cell phone usage (including government phones).
- This committee needs to bring something forward on this issue.

**IMT, Dispatch, and Coordination Group:**

- There were no issues brought forward.
- The only concern was Best Value, getting something standardized.
- Rocky Mountain is looking for a Type 1 IC for the Type 1 Team. If interested contact Ray.

**Bin-Items:**

- Rental Vehicles on BPA's – GSA, Chapter 20
- Inspections done at team transitions
- More widely distributed D&D Show
- POC Statement
- S-460 training in 2008
- Recognition for retired BUYL (Tina and Carol)
- Steve will share a document that was put out about training assignments on a taskbook.
- Readdress Cooperators in ISuite.